



BY-LAWS
of
The Dover Transportation Advisory Commission

Article I Name

The City of Dover Transportation Advisory Commission

Article II Purpose

The Transportation Advisory Commission shall perform the following functions:

- Section 1:** Review of all transportation policy and safety matters concerning all forms of transportation affecting the City such as conventional vehicles, transit, alternative modes, commercial vehicles, and attendant amenities.
- Section 2:** Serve as a sounding board for citizen traffic, pedestrian and safety issues and making recommendations to the City Council or City Administration for appropriate action.
- Section 3:** Coordinate with and solicit feedback from the School Department Transportation Committee regarding School transportation safety issues on a quarterly basis.
- Section 4:** Aid in the development of City Transportation Improvement Program (TIP) by soliciting citizen input on needed projects for submission to the Planning Board and City Council.

Section 5: Study issues arising under the City of Dover Master Plan as they relate to transportation, make recommendations to the City Council and/or Planning Board, and prepare reports to aid to in the development, implementation and general improvement of the Master Plan relating to the transportation in the City of Dover.

Article III Membership

- A. The Transportation Advisory Commission will consist of nine (9) members. One (1) representative from the City Council, one from the Coast Public Transit system, and four (4) resident citizens. The Coast Public Transit member and the resident citizen members shall be appointed by the City Council and serve for three-year terms. There shall also be three staff representatives, one each appointed by the Police, Planning and Community Services Departments.
- B. After the initial appointments, (two members for a 3-years term; one member for a 2-year term; one member for a 1-year term) resident citizen members shall be appointed for three-year terms. Any member so appointed may, after a public hearing, if requested, be removed for cause by the City Council. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term.
- C. Alternate members. There shall be alternate members as designated by the City Council in accordance with its rules.
- D. The Chair or designee of the Chair shall make timely notice of vacant resident positions within one month. The City Council appointments committee shall fill vacant resident positions as soon as possible.

Article IV Officers and Their Duties

- A. Officers shall be Chair, Vice-Chair, and Clerk.
- B. The Chair shall preside at all meetings. The chair shall appoint all sub-committees.

- C. The Vice-Chair shall preside at all meetings in the absence of the Chair. The Vice Chair shall perform the duties and have the powers of the Chair during the absence of the Chair.
- D. The clerk shall keep minutes of all meetings and be responsible for all meeting notices and prior meeting minutes being prepared within five (5) days of said meeting and sent out seven (7) days prior to the next meeting. The clerk shall maintain a copy of the By-Laws and Roberts Rules of Order, revised, and any legally adopted special rules of the Commission at all meetings, and shall perform all duties incident to the office of Clerk and other duties, if assigned to them by the Chair.

Article V Meetings

- A. The Transportation Advisory Commission will meet monthly on the fourth Monday.
- B. Meetings will be held in the City Hall Auditorium at 7:00 pm unless another satisfactory time/place has been agreed upon.
- C. Roberts Rules of Order, revised, shall govern the meetings of this commission, in all cases to which they are applicable and in which they are not inconsistent with these By-Laws or legally adopted special rules.
- D. Special meetings may be called by 2/3 majority of the membership.

Article VI Elections

- A. The Commission shall appoint a Chairperson annually.
- B. The Chair shall appoint the vice-chair and the clerk.

Article VII Quorum

A quorum shall consist of not less than five (5) board members.

Article VIII Amendments

These By-Laws may be amended, added to, altered or repealed at any meeting of the board by vote of a 2/3 majority of the board, provided notice of the proposed amendment, addition, alteration or repeal is given in the notice of one (1) month prior to the next meeting.

I. Article IX Validity

If any section of these By-Laws shall be considered inconsistent with any law and be declared invalid, then such section shall be removed from said By-Laws, but shall not affect the validity of the remaining By-Laws.